



**Meeting Notes**

**Date:** Wednesday, April 24, 2024      **Time:** 1:00 pm-3:00 pm

Physical Location(s)	Remote Access	Landline Access
<ul style="list-style-type: none"> <li>• ACPHD 1100 San Leandro Blvd, Room 402, San Leandro</li> <li>• 2612 Roosevelt Ave, Richmond CA</li> <li>• 901 Nevin Ave, Richmond</li> <li>• 2500 Bates Ave. Suite B, Concord</li> <li>• 929 Lexington Ave, El Cerrito</li> <li>• 7515 International Blvd, Oakland</li> <li>• 1616 Capitol Avenue, Sacramento,</li> <li>• 1316 46th Street Ensley Birmingham, AL 35208</li> <li>• 3317 Laguna Way, Oakland</li> </ul>	Click <a href="#">Here</a> Zoom Meeting ID: 899 4970 1164 Passcode: 269134	<b>To call into the meeting:</b> 636 651 3128 US Toll 877 411 9748 US Toll-free Conference code: 657145

**Mission:** The Oakland Transitional Grant Area Planning Council will provide comprehensive planning, prioritization, and resource allocation regarding HIV/AIDS services in Alameda and Contra Costa Counties that are inclusive, equitable, compassionate, and respectful of human rights.

In person = IP | Remote = R

**Present: Council Members:** Angel Dominguez, April Langro, Bryan Harris, Damon Powell, Diana Dupree, Dione Lien, George Ayala, Hillary Chiginsky, Ji-Sook Oh, Judy Eliachar, Megan Crowley, Myeeka Calhoun, Natalie Wilson, Paul Winfield, Roger Al-Chaikh, Shelley Stinson

**Guests:** Sami Wilkinson, (Project Open Hand), Kenneth Hall, Le Ann Hall

**Not present:** Barbara Green-Ajufo, Angel Mateo, Daniel Moore, Felecia Greenly

**Staff:** Danny Allegier, Dot Theodore, Eileen Dunne, Evette Brandon, Gabby Cleary, George Ayala, Georgia Schrieber, Leah Jones, Linda Franklin, Stephanie Cornwall

- I. **Call to Order** **1:07pm**
  - a. Moment of Silence
  - b. Mission Statement
  - c. Welcome
  - d. Introductions
  
- II. **Review and Approve April Meeting Agenda**
  - Motion: Bryan
  - Second: Megan
  - Status: Approved with removal of duplicate addresses
  
- III. **Review and Approve minutes from March meetings**
  - Motion: Bryan
  - Second: Megan



Status: Approved

Members discussed the spirit of the Brown Act regarding in-person and remote participation in the monthly meetings. Staff will review the OTGA Bylaws to ensure alignment with the Brown Act requirements. There's a need to better understand the accommodations that can be made while complying with the Act. This topic will be on a future agenda.

IV. **Public Comment for Agendized Items:** None

V. **Review Bylaw Section 4. for Approval**

Motion: Bryan

Second: Damon

Status: Approved

Discussed changes around Section 4.4 - "PLWHA-at-large-Chair" to be in **bold**. Committee voted to approve the recommended changes, and to bring it back to the Planning Council meeting in May before publishing.

VI. **Subcommittee Reports: Workplan benchmarks and deadlines**

**1:30 pm**

**PPAC:** (Bryan) The PPAC adopted their workplan at the prior meeting. Members also reviewed the Needs Assessment and tabled subcommittee Chair election to ensure all members could participate. The Office of HIV Care (OHC) staff reviewed the EPI report and it will be updated at future meetings; OHC staff will present the Utilization Report at the next meeting.

**Membership:** Shelley suggested Chair representation: Each chair should represent and reflect the EPI data. Shelley was re-elected as Chair.

**PLWHA:** (Diana) Members discussed the October Town Hall event and approved the outreach letter. The flyer is still being translated into Spanish, and the business cards are being revised.

**QSC:** Judy and Megan were reelected as Chair and Co Chair. The committee reviewed the Workplan, Standards of Care, and Resource Inventory and will continue with updates before the next cycle.

**Executive:** Members reviewed proposed changes to the bylaws. Staff shared a proposed workplan with format and content recommendations, including a wholesale transformation of the Membership Committee, and a set of joint activities for the entire Council. Members also discussed OTGA participation – virtual and remote – in the 2024 Ryan White Conference in Washington D.C.

VII. **Recipient Report** George Ayala presented an overview of utilization and spending. Megan Crowley will substitute for Shelley Stinson at the Subrecipient meeting.

VIII. **Client Characteristics and Service Utilization Report** was presented by Dot Theodore, Office of HIV Care. Members asked clarifying questions with particular emphasis on understanding the reallocation procedures and the changes inherent in the Medi-Cal expansion.



- IX. **Staff Report** **2:50 pm**
- a. New Staff
  - b. Volunteer Appreciation & Training – June 14, 2024, at 3:00 pm
- X. **General Public Comment**
- XI. **Announcements**
- XII. **Evaluation (Click [here](#)) and Adjourn at 2:55 pm**

**NOTE:** Brown Act – [Hybrid meetings](#)

**GROUP NORMS:**

1. **Be a welcoming body to all.**
2. **Respect each other as leaders.**
3. **Exhibit patience with each other.**
4. **Be anchored in our mission.**
5. **Agree to disagree.**
6. **Active, intentional, attentive, listening/Eyes, ears, head, & heart**
7. **No retribution for what gets said here.**
8. **Be present in call to service/Be prepared & ongoing.**
9. **No judgement/Take a breath & set it aside.**
10. **Everyone's effort & time is valued.**
11. **Consciously arrive on same agenda as others**
12. **Encourage clarifying questions/Do not assume lack of preparation.**
13. **Be more creative & efficient in deliberations.**
14. **Be on time.**
15. **Do not take things personally.**
16. **Avoid using acronyms and abbreviations or explain what they stand for.**

The **Vibe Monitor** (Chairs and/or Planning Council Staff) can enforce the above ground rules in situations of disruptive behavior. Pursuant to the OTGA Bylaws members can be removed from the meeting and/or council for disruptive conduct or conduct affecting the council's integrity of the community's confidence.